

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



December 15, 1998

COUNTY FISCAL LETTER (CFL) NO. 98/99-51

TO: COUNTY WELFARE DIRECTORS
COUNTY FISCAL OFFICERS
COUNTY AUDITOR CONTROLLERS
COUNTY PROBATION OFFICERS

SUBJECT: COUNTY WELFARE DEPARTMENT (CWD) COUNTY EXPENSE CLAIM
(CEC) FOR THE JANUARY-MARCH 1999 QUARTER. TIME STUDY
INSTRUCTIONS

This letter provides time study instructions for the January – March 1999 quarter. The information contained in this letter includes:

<u>Child Care and Development Program (Social Services)</u>	Page 2
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I. SOCIAL SERVICES**Child Care and Development Program**

Time Study Code (TSC) 1600, Child Care and Development Program, was inadvertently included in the Social Services Program Code Description (PCD) for the December 1998 quarter, rather than in the Child Care PCD. Both the Social Services and Child Care PCDs for the March 1999 quarter have been revised accordingly to transfer TSC 1600 to the Child Care PCD.

II. CalWORKS

CSA Demonstration Project

All County Letter No. 98-69, dated September 14, 1998, provided counties with information regarding the CSA Demonstration Project. The purpose of the demonstration project is to test child support assurance models as alternatives to welfare. Families with earnings and a child support order would receive a guaranteed child support payment in lieu of a grant under the California Work Opportunity and Responsibility to Kids (CalWORKs) program. The State seeks to demonstrate whether a guaranteed minimum level of financial support for the children of participating families can result in financial stability for these children, while at the same time encouraging custodial parents to be employed and noncustodial parents to financially support their children.

Effective the January – March 1999 quarter, the following casework and support staff TSCs have been established to capture the activities associated with CSA for the counties that are selected by the California Department of Social Services to participate in the project. The CalWORKs Program Code Description and the Support Staff Time Reporting Instructions have been updated to include these new codes:

6521 Child Support Assurance (CSA) Demonstration Project

B40 Child Support Assurance (CSA) Demonstration Project

III. OTHER PUBLIC ASSISTANCE

CAP I

CFL No. 98/99-18, dated September 25, 1998, established TSC 3081, Cash Assistance Program for Aged, Blind, and Disabled Legal Immigrants. The title of the program has been changed to Cash Assistance Program for Immigrants (CAPI). In addition, the description of allowable activities for TSC 3081 has been revised to (1) include accepting/screening applications for Supplemental Security Income (SSI); and (2) delete Social Security Administration (SSA) referral activities. The latter activities will be captured separately under TSC 3891 and Support Staff Code C43 CAPI, SSI/Naturalization Case Management and Referral, which is being established effective with the March 1999 quarter. Allowable activities for TSC 3891 are as follows:

- Assisting the CAPI client in completing SSI appeal forms and referring clients to a panel of attorneys to provide representation at appeal hearings.
- Assisting the CAPI client in collecting medical and psychological records, scheduling medical/psychiatric appointments, arranging for transportation to medical appointments if the client has a disability determination or an appeal pending with the SSA on a disability issue.
- Submitting completed forms to SSA and the State Disability Determination Office.

- Acting as liaison with SSA and the State Disability Determination Office to ensure that all SSI-related requirements are met for SSI approval.
- Assisting the CAPI client in obtaining citizenship by making referrals to the Immigration and Naturalization Service, assisting in completion of documents, making referrals to citizenship courses, and assisting in the SSA appeal process on a citizenship issue.

The March 1999 PCDs have been revised to reflect the above additions/changes.

IV. CHILD CARE

Child Care and Development Program

TSC 1600, Child Care and Development Program, was inadvertently included in the Social Services Program PCD for the December 1998 quarter, rather than in the Child Care PCD. Both the Social Services and Child Care PCDs for the March 1999 quarter have been revised accordingly to transfer TSC 1600 to the Child PCD.

If you have any questions regarding this CFL, please contact your Fiscal Policy Analyst at (916) 657-3440.

Sincerely,

***Original Document Signed By
Jeffrey Y. Hiratsuka for
George E. Peacher, Jr. on 12/15/98***

GEORGE E. PEACHER, JR., Chief
Fiscal Systems and Accounting Branch

c: CWDA